

**Position:** Program Support Assistant

**Reports to:** Senior Program Manager

**Purpose of Position:** Maintain the accuracy and consistency of information in WorkLife Systems (WLS) about child care providers, complete data entry tasks, and streamline data collection processes. Work alongside the Community Outreach and Engagement team to assist with building child care capacity in communities.

**Status:** Non-Exempt

**Hourly Rate:** \$17.69

## Duties and Responsibilities

**Ensure accuracy of CCR&R data by maintaining the collection of provider demographic on an ongoing basis.**

- Maintain licensed provider's record by updating and completing vacancy checks quarterly.
- Maintain licensed provider's record by updating and completing annual child care profile updates.
- Check license expiration dates via communication from KDHE and CLARIS, update WLS accordingly.
- Carry out data maintenance activities.
- Compile a variety of reports and data information.
- Promote surveys and evaluations to assist in the assessment of services provided to consumers in Region One.

**Build and foster collaborative relationships with other staff within the organization to stay informed and abreast of new initiatives and services. Engage in regular communication to promote and support the work of Child Care Aware of Kansas.**

- Gather data to ensure completion of contractual goals are met.
- Engage in regular communication to promote and conduct the work of Region One including attending staff meetings.

**Provide support for community engagement including, but limited to:**

- Attend and conduct presentations to a variety of individuals necessary to promote and inform others about the work of Child Care Aware of Kansas & the CCR&Rs.
- Participate in conference calls and webinars that promote building child care capacity in communities.
- Provide administrative support for the Community Outreach and Engagement Team.

**Complete other duties as assigned, including but not limited to:**

- Frequently answer telephone for office coverage.
- Provide onsite office support such as deposit checks, print materials as needed and deliver afternoon mail to post office.
- Promote Child Care Aware of Kansas projects and funding opportunities, when applicable, to providers. (coaching project, training calendar, grant opportunities)

- Prepare New Provider Packet to send to new child care programs in the Region One service delivery area.

**Participate in a variety of meetings to ensure communication and tasks are completed and:**

- Participate in staff meetings.
- Participate in regional data meetings.
- Meet regularly with direct supervisor.
- Participate in applicable committees/meetings to ensure the strength of organizational activities.

**Participate in a variety of professional development events in order to stay current with early childhood research, trends and best practice.**

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware of Kansas.

**Complete required Child Care Aware of Kansas employee reports in accordance with agency policies.**

**Education:**

- High School Diploma or equivalent required. Associate degree in business related field with 1-year related working experience preferred.

**Special Knowledge and Skills:**

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Proficient using Microsoft Office Applications and Tools, such as Word, Excel, Teams, OneNote and OneDrive, and to share and communicate with team members and create, edit and save documents, and spreadsheets.
- Ability to edit documents for content, clarity and consistency.
- Ability to work independently in a fast-paced environment.
- Ability to complete projects in a timely manner and to multi-task.
- A passion for increasing the quality of care for children and their families.

**Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Valid Kansas driver's license.

**EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

**Disclaimer**

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.